

**DOCUMENT NAME: Real Property
Leases
DOCUMENT TYPE: 40**

1. **Description:** A lease is an agreement to rent real property (antennas, building space, etc.) for a specific time and for a specified amount of money.
2. **Primary Forms:** SF-2, U. S. Government Lease for Real Property
3. **Related Forms:** General Provisions Certification and Instructions
4. **Document Number:** Standard Number - unit assigned.

SAMPLE: 4004843C38007

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Elements</u>	<u>Document Sequence</u>	<u>Suffix</u>
40	04	84	3	C	38	007	Note

Note: See Chapter 5 for suffix numbering information.

5. **Accounting Line:** If multiple lines are used, a different suffix is required for each line starting with 000.

SAMPLE: 2/3/401/132/30/0/38/75190/2329

6. FINCEN Critical Processing Requirements:

- a. Issuing units must ensure that the following information is included on each original SF-2:

(1) Lease agreement number (standard DTCG/HSCG format).

(2) Complete lessor remittance address and tax code.

(3) Beginning and ending dates of lease.

(4) Monthly/quarterly/annual rate.

(5) Payment due date.

(6) Premises address.

(7) Lessor's signature and Social Security Number.

(8) Contracting Officer's signature.

(9) Financial accounting data.

6.
 - a. (10) Standard accounting number.
 - b. Use continuation sheets to add applicable clauses.
 - c. Submitted hard copy documents must be legible.
7. **Other Information:** The lease should include the cost of utilities and must clearly state who (Vendor or Government) is responsible for payment of the utilities. Utilities which are paid by the Coast Guard separately from the lease are handled in accordance with the utilities sections. See document types 44, 46, and 49 for treatment of these utilities. Vendor is not required to submit an invoice but will be paid monthly, quarterly, etc., based on the terms of the lease.

8. FPD Information:

- a. Obligations for leases are not transmitted via FPD. A hard copy of this document must be mailed to the FINCEN so the recurring master can be entered into the WINS Leases application.
- b. This document is entered in FPD using the Simplified Acquisitions Applet using the Recurring Charge Module. The suffix will increment by 1 for each new accounting entry starting with 001 regardless of the accounting effective date.